

REPORTS INVENTORY

CONTROL NO.

PREPARE IN DUPLICATE

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100140145-2

OTR/ISS - 11

1. TITLE OF REPORT (If a fill-in report include Form No.)

Financial Management Improvement Program

2. TYPE OF REPORT ☒ STATISTICAL
☐ NARRATIVE
☐ MACHINE-NAME LISTING

3. FUNCTIONAL AREA

PERSONNEL ☒ TRAINING
LOGISTICS ☐ SECURITY
MEDICAL ☐ FINANCE

ADMIN. GENERAL
OTHER (specify)

4. NO. OF COPIES PREPARED

2

5. FREQUENCY (weekly, monthly, quarterly, etc.)

Annually

6. DISTRIBUTION (No. of components not number of copies)

2

7. FORMAT (memorandum, form computer print-out, etc)
Memorandum

8. ADP PROCESSING

YES ☐ IF YES GIVE ADP PROCESSING NO.
X NO ☒

9. DIRECTIVE AUTHORITY REQUIRING REPORT
Bureau of the Budget
Bulletin 70-13

10. PREPARING COMPONENT (include lowest level contributing information to report)

OTR/ISS/AIR

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)
None (data from Form 1960 and 136)

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS-08	4.90		4		19.60		1		19.60
GS-05	3.60		1/2		1.80		1		1.80

B. COSTS OF COMPUTER PRODUCED REPORTS \$21.40

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TOTAL COSTS PER YEAR

\$21.40

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

☒ RETAIN AS IS ☐ OTHER (explain)
☐ CHANGE
☐ DISCONTINUE

ESTIMATED SAVINGS

MAN-HOURS DOLLARS
0 0 STAT

16. DATE OF INVENTORY

8 Oct. 1970

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

18. EXTENSION

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SECRET